

United States District Court, Southern District of Florida Notice of Vacancy

Position Title: Law Clerk to U. S. District Judge Robin L. Rosenberg
Of Vacancies: One full-time position - *This is a temporary appointment with length of employment expected to last fifteen weeks*
Ann. Number: 2017-JDS-10
Location: West Palm Beach, Florida
Salary Range: Commensurate with Legal Work Experience – *Additional Information provided below*
Open Date: May 30, 2017
Closing Date: Open Until Filled
Estimated Start Date: October 23, 2017

This is a temporary appointment with length of employment expected to last fifteen weeks. Dates of temporary appointment are not charged against the lifetime limitation of four (4) cumulative years of term clerkship service with the United States Courts.

Position Overview

Enjoys full responsibility for all aspects of assigned civil cases from inception to conclusion. Reviews complaints, petitions, motions, and pleadings that have been filed to identify and analyze the issues involved and basis for relief; performs legal research as required; identifies problem areas, makes recommendations, and offers solutions in assigned cases; provides information and advice to the U.S. District Judge in connection with pending litigation; drafts appropriate recommendations and substantive orders for the Court's signature; keeps abreast of changes in the law to aid the Judge in keeping current; and performs other duties as assigned.

Qualifications/Requirements:

To qualify for the position of law clerk on the personal staff of a federal judge, a person must be a law school graduate from a law school of recognized standing, and have one or more of the following attributes:

- Standing within the upper 20% of the law school class from a law school on the approved list of either the American Bar Association or the Association of American Law Schools;
- Experience on the editorial board of a law review (or journal) of such a school;
- Graduation from such a school with an LLM degree; or
- Demonstrated proficiency in legal studies which in the opinion of the judge is the equivalent of one of the above.

Salary

The pay rate offered is subject to Judicial Officer approval.

Eligible for Appointment at JSP Grade Level:	Years of Legal Work Experience Required after Law School Graduation:	Bar Membership Required
JSP Grade 11, Step 1 (\$63,909)	0	No
JSP Grade 12, Step 1 (\$76,602)	1 Full-Time Year	Yes
JSP Grade 13, Step 1 (\$91,089)	2 Full-Time Years	Yes
JSP Grade 14*, Step 1 (\$107,640)	3 Full-Time Years	Yes

**Availability of the JSP Grade 14 pay rate is subject to restrictions of the Judicial Salary Plan pay system as no judge may increase to more than one the number of chambers law clerks paid at the rate of JSP 14 or above. In addition, appointment at or promotion to JSP Grade 14, requires two years of federal chambers law clerk, staff attorney, pro se law clerk, bankruptcy appellate panel law clerk, or death penalty law clerk experience.*

Legal Work Experience

Progressively responsible experience in the practice of law, legal administration or equivalent experience gained after graduation from law school.

Personal Characteristics

The successful candidate is mature, responsible, poised, and tactful, hard-working, efficient, exercises good judgment, treats the public with respect, demonstrates initiative, and maintains a professional appearance and demeanor at all times. Candidate is also able to work harmoniously with others and communicates effectively, both orally and in writing.

Background Check

This is a sensitive position within the Judiciary. The selected candidate will be subject to a criminal history background check and a fingerprint check through the FBI Criminal Justice Information Services Division database as a condition of employment. Employment will be considered provisional until the background check is completed.

Benefits

This is a temporary position expected to last fifteen weeks. No benefits are available under programs such as health, life, vision or dental insurance.

How to Apply

A complete application consists of the following:

1. Cover Letter
2. Detailed Resume that includes exact dates of employment
3. Copy of Law School Transcript
4. Copy of Bar membership
5. Post-Law School Legal Writing Sample
6. Provide the Names of three (3) References along with their contact information.

Please submit all application items in Word (.doc; .docx) or Adobe (.pdf) format. All application materials should be attachments to a single (1) email message that is sent to the following email address:
Rosenberg@flsd.uscourts.gov

Please do **not** submit a hard copy of the application by delivery or mail.

Employment with the United States Courts

Employees of the United States District Court serve under "Excepted Appointment" and are considered "At-Will" employees. The Federal Courthouse and Chambers are designated as non-smoking areas. EFT (Electronic Funds Transfer) is mandatory, therefore payment for net pay (paycheck) is issued via direct deposit.

The Federal Court practices zero tolerance for illegal drug use.
The United States District Court is an Equal Opportunity Employer.